

## RECORDS RETENTION SCHEDULE

60,28200

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2<sup>nd</sup> Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by email at CalRIM@dgs.ca.gov

(1) DEPARTMENT, BOARD OR COMMISSION Social Services	(2) AGENCY BILLING CODE 68415	(3) PAGE 1 OF 2 PAGES
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(4) DIVISION/ BRANCH/ SECTION State Hearings Division	(5) ADDRESS 8745 Folsom Blvd., Suite 220, Sacramento, CA 95826
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## CHECK THE APPROPRIATE BOX

- (6) ☐ New schedule of records that have never been scheduled. [Complete boxes (9) – (12)]
- (7) ☒ Revising a previous schedule. [Complete boxes (13) – (16)] (A new approval number will be assigned.)
- (8) ☐ Amending some pages of a previous schedule. [Complete boxes (13) – (16)] (The original approval number will remain in effect.)

NEW SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER 35.3	(10) SCHEDULE DATE 1/11/08	(11) NUMBER OF PAGES 2	(12) CUBIC FEET (Total Schedule) 693
PREVIOUS SCHEDULE INFORMATION (If applicable)	(13) SCHEDULE NUMBER 35.3	(14) APPROVAL NUMBER 03053	(15) APPROVAL DATE (S) 06/05/03	(16) PAGE NUMBER(S) REVISED - 1-3 Page 4 Deleted

(17) MISSION/FUNCTIONAL STATEMENT: TO RESOLVE DISPUTES OF APPLICANTS AND RECIPIENTS OF PUBLIC SOCIAL IN AN IMPARTIAL, INDEPENDENT, FAIR AND TIMELY MANNER, ENSURING THAT DUE PROCESS IS MET IN ACCORDANCE WITH FEDERAL AND STATE LAW.

## PART I – AGENCY STATEMENTS

As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.

(18) SIGNATURE – MANAGER RESPONSIBLE FOR THE RECORDS <i>Esther Smithstan</i>	(19) TITLE SSM II	(20) PHONE NUMBER (916) 229-4151	(21) DATE SIGNED 10/27/07
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In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.

(22) SIGNATURE – RECORDS MGMT. ANALYST <i>Phuong Trinh</i>	(23) CLASSIFICATION Records Coordinator	(24) NAME (Printed or Typed) Phuong Trinh	(25) PHONE NUMBER 654-1842	(26) DATE SIGNED 1/11/08
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## PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)

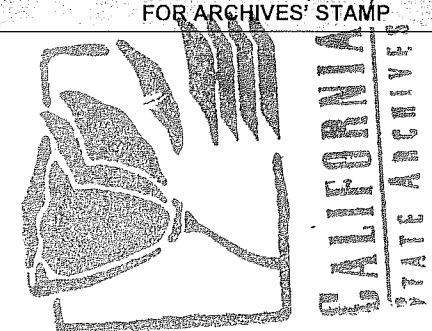
(27) SIGNATURE – CalRIM CONSULTANT <i>James C. Sanchez</i>	(28) APPROVAL NUMBER 08-067	(29) DATE SIGNED 2/27/2008	(30) EXPIRATION DATE 2/27/2013
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## PART III – ARCHIVAL SELECTION (Per Government Code Section 14755)

## THE ATTACHED RECORDS RETENTION SCHEDULE:

- (31) ☒ Contains no material subject to further review by the California State Archives
- (32) ☐ Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)

(33) SIGNATURE – CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE <i>Lynette Bailey, Assistant</i>	(34) DATE SIGNED 3/10/08
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08-067

SCHEDULE # 35.3

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ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA (47)	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

			<u>RECORDS MANAGEMENT</u>								
1	.5		Records Retention Schedules (Std. 73)	P		Current			Current		Retain as current until <u>REVISED</u> . Although revision is required every five years from the date of approved by DGS, RRS that are not revised remain in effect but are considered non-current.
2	.5		Records Transfer Lists (Std. 71)	P		CURRENT			CURRENT		RETAIN AS CURRENT UNTIL ALL RECORDS HAVE BEEN EITHER DESTROYED, RETROactively TRANSFERRED TO STATE ARCHIVES, OR WHEN NO LONGER NEEDED WHICHEVER IS LATER.
3	630		Adopted case files with decision, confidential documents and hearing tapes.	P		6 mo		42 mo	48 mo		→ RETAIN FOR 4 YRS FROM DATE DESTRUCTION IS AUTHORIZED. PROGRAM MGR'S DECISION.
4	50		Non-Appearance case files with decisions and confidential documents	P		6 mo		42 mo	48 mo		Retain for 4 years from the date destruction is authorized. PROGRAM MGR'S DECISION.
5	1		Return Calendars	P		6 mo			6 mo		Stored in house and shredded in house PROGRAM MGR'S DECISION
6	1		Adopted Case List	P		1 mo			1 mo		Retain for 1 month and shred in house PROGRAM MGR'S DECISION
7	1		County Transmittal	P		6 mo			6 mo		Stored in house and shredded in house PROGRAM MGR'S DECISION.
8	8		History Files	P		5 yr			5 yr		Stored in house and shredded in house PROGRAM MGR'S DECISION
9	1		STD. 70 RECORDS INVENTORY WORKSHEET	P		CURRENT			CURRENT		RETAIN AS "CURRENT" UNTIL NEXT INVENTORY, OR WHEN NO LONGER NEEDED FOR REFERENCE OR ANALYSIS WHICHEVER IS LATER.